



Prevention Resource Center

AmeriCorps*VISTA (Volunteers in Service to America)

On Site Orientation Checklist:

This checklist is designed to acquaint you with your site within the first couple weeks of service. Your site supervisor is required to address the following, however please be proactive and ask them to introduce you to your new community and worksite. **Remember: When issues arise (and they will) talk to the person you have them with, then call the PRC - we are always available to help and support you.**

First Objective: *Get Settled in at Work!*

- ☐ Do you have a defined workspace?

- ☐ Understanding of the workplace policies and procedures (access to the internet, supplies, transportation reimbursement, answering phones, etc.)
- ☐ What are the regular operating hours? What's the policy on clocking hours? Checking in and checking out?

- ☐ Expectations of member/supervisor relationship – What kind of support/communication/direction/etc do I expect from my supervisor? What does my supervisor expect from me?

- ☐ Who should I go to when I have questions?

- ☐ Locate and become familiar with key documents and resources.
- ☐ What are my short and long-term goals? What are the projects?

- ☐ What are my expectations for the first month? What are the projects?

- ☐ **Work Plan...Work Plan... Work Plan** (though this is last on the list, it is your top priority)

Second Objective: *Become a part of your community!*

- ☐ Locate and become familiar with the community life. Find the library, parks, social events, community activities, etc.
- ☐ Locate your local newspapers and organizations.
- ☐ Self-Evaluate: How are you doing? Do you need help settling in or adjusting?

Third Objective: *Understand your organization and your role within the organization!*

The Organization:

- ☐ Find out the history of the organization. Ex: Who founded it? When?
- ☐ What is the mission statement?

- ☐ What are the future goals and objectives?

- ☐ What is the organizational chart and chain of command? Is there a Board of Directors? Who are the members?

Your Project:

- ☐ What is the specific community problem that you will be working on and what is the intended outcome?

- ☐ How do the goals and objectives of the VISTA project complement the overall organization's goals and objectives?

- ☐ Is the VISTA role recognized and understood in your organization? (i.e. VISTA is about capacity building, not direct service)

The Community:

- ☐ Understanding of the Community's history.

- ☐ Understanding of the different cultures and organizations in the community.
- ☐ Become aware of the political structures operating in the community.
- ☐ Meet key community members. Who are they?

- ☐ What is or is not known about poverty in your community?

What are the specific goals of your volunteer assignment?

The work plan is the key to your success. In order to accomplish the following objectives, use the work plan as your guide and reference to successfully achieve the goals outlined for your VISTA year.

- ☐ List the goals and objectives of your project:

- ☐ How are your project's goals related to the PRC

- ☐ How will you know when the goal is reached?

- ☐ What is the overall strategy to accomplish these goals and objectives?

- ☐ How was the strategy developed and ho participated in the formation of the strategy?

- ☐ What conditions will exist at the end of your service year?

What Training Opportunities area available to strengthen needed skills or knowledge?

The PRC generally provides two to three training throughout the VISTA year that address capacity and community building, creating sustainable programming, and Substance Abuse Prevention Specialist Training.

There is a possibility that you may need additional training to meet the individualized goals of your agency. Please be proactive in finding out what community trainings you may need to fulfill your term of service.

Trainings:

Community Building Institute Webinar Series, February 7-March 13, 11 am-noon

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